UNITED
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Secretariat

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INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for General Services

Subject: ARRANGEMENTS FOR ADMISSION TO PREMISES, TRAFFIC, DELIVERIES, CATERING FACILITIES AND COMMERCIAL OPERATIONS FOR THE FORTY-SEVENTH SESSION OF THE GENERAL ASSEMBLY

1. The purpose of the present circular is to inform staff members of the arrangements that will be in effect at Headquarters during the forty-seventh session of the General Assembly for admission to premises, traffic, deliveries, catering facilities and commercial operations.

Admission to the Headquarters buildings and access to restricted areas

2. Staff will be admitted to the United Nations premises only upon presentation of valid United Nations Headquarters identification (grounds) passes. Staff members are reminded that, for security reasons and upon instructions of the Secretary-General, identification passes MUST be worn at all times and in a clearly visible manner while inside the premises. It is the responsibility of staff members to ensure that their passes are current. Expired passes will be replaced by the Pass and Identification Unit (room GA-100) upon presentation of an application signed by departmental executive/administrative officers. Staff members who have forgotten their identification passes will be directed to the 46th Street (visitors') entrance where they can obtain a day pass at the information desk in the lobby of the General Assembly Building.

3. The second floor of both the General Assembly and the Conference buildings will be reserved for the use of members of delegations, staff members having official business in that area and accredited members of the information media. Proper identification of such individuals will be

required. Accredited photographers and television film crews must be accompanied by a Liaison Officer of the Department of Public Information onto the second-floor restricted areas. In order to gain access to the second floor, including the North Lounge and the General Assembly, authorized staff members must be in possession of either an identification pass with a gold background or any other valid United Nations pass, together with a restricted-area pass. Bearer passes will be issued under arrangements made through departmental executive offices. Identification passes and restricted-area bearer passes must be worn in a visible manner and are subject to verification by Security Officers.

4. The South Lounge on the second floor of the Conference Building (but not the adjoining Security Council Lounge) is open to staff members when the Security Council is not in session.

5. Staff members are reminded of the existing arrangements which require that persons without a United Nations identification pass who wish to gain access to the premises on business must enter through the 46th Street gate (visitors' entrance) and then pass through the security screening area prior to requesting admission to the Secretariat Building. At the information desk, an inquiry will be made as to whether the official to be visited wishes to receive a visitor. If so, the Security Clearance Officer will issue the appropriate pass after obtaining a piece of personal identification from the visitor. The personal identification will be returned to the visitor upon departure from the building. During peak periods of the General Assembly, staff members are asked to restrict visits by outside persons to those involving official business matters. They will be held responsible for their visitors, whom they will receive and escort back to the public area in the lobby of the General Assembly Building. Staff members will NOT bring visitors into the premises through the Secretariat entrance but only through the 46th Street gate. Guests of staff members will not be permitted in the restricted areas.

6. Further, it may be necessary during peak periods to limit participation in club and recreation group activities on the premises to staff members and others holding valid identification passes. The Ex-Press Bar will not be used for parties during the session of the General Assembly. Whenever possible, the Buildings and Commercial Services Division will endeavour to find alternative arrangements. Members of the staff are encouraged to hold retirement and other office parties in their respective offices.

7. To the extent that space is available, staff members will be accorded access to the gallery seating areas of the conference rooms and General Assembly Hall upon presentation of their identification passes. On certain days, special arrangements may be in effect. It may also be necessary from time to time to suspend public tours in the building.

Traffic in the Secretariat Circle

8. Owing to the volume of traffic, staff members are requested not to join car pools in the Secretariat Circle but to do so in the garage. Staff members who normally arrange to have family or friends meet them in the Secretariat Building to join a car pool from the United Nations garage must make arrangements to meet them outside the United Nations premises. Staff members arriving and departing by taxi will have to be dropped off and picked up outside the 43rd Street entrance. Exceptions will be made for disabled persons upon appropriate certification by the Medical Service.

Parking

9. Parking in the garage will be limited to regular garage users who are in possession of valid parking authorizations. All holders of valid parking permits must ensure that they are prominently displayed and readily visible to Security Officers at entry points and while the vehicles are on the premises. Vehicles not having or displaying a valid permit, sticker, ticket or other symbol of parking entitlement are liable to be towed off the premises for security/safety reasons. Car pools with non-staff members will be required to discharge those passengers before entering the service drive.

10. Only delegation vehicles displaying decals which indicate they have permission to park on the first garage level and southern end of the second level will be permitted to use the ramp between the first and second garage levels. All other vehicles will be required to enter/exit the garage via the 48th Street entrance and to avoid use of the Secretariat Circle.

11. The 42nd Street service entrance will be open for two-way traffic between 8 a.m. and 7 p.m., Monday through Friday.

Delivery and pick-up of packages

12. Current procedures require that, as a rule, official deliveries be made only at the loading platforms in the third basement. External messengers making deliveries of small official packages to the Secretariat will be required to enter through the visitors' entrance in the General Assembly Building and pass through the screening area, where packages will be examined and cleared by Security Officers. The external messengers will then be directed to the reception desk, where the information assistant will contact the office of destination and request that a staff member come to accept delivery of the package. Under no circumstances will external messengers be permitted beyond the reception desk area to make deliveries or pick-ups. If the office of destination is unable to dispatch a staff member to accept delivery and the recipient's signature is not required, the external messenger will deposit the delivery in a locked drop box in the public lobby. United Nations messengers will retrieve items from this box periodically during the day and make deliveries to the recipient office. Under no circumstances may packages exceed 35 pounds or 15.9 kilograms. If delivery by an external messenger requires a signature, it will be necessary for the recipient or a

colleague to come to the public lobby to sign for and claim the delivery. No package other than an official package should be delivered to the Secretariat.

13. Briefcases, packages and shopping bags carried by staff members and visitors are subject to inspection by Security Officers. On occasion, it may also be necessary to inspect vehicles. Administrative instruction ST/AI/309/Rev.1 dated 17 February 1984 outlines the authority of United Nations Security Officers in this regard.

Dining room, other catering facilities and commercial operations

14. The hours of service of the Delegates' Dining Room are 11.30 a.m. to 2.30 p.m. Staff members wishing to eat in the Delegates' Dining Room are encouraged to make their reservations (ext. 3.7625) for an early (11.30 a.m.-noon) or late (2 p.m.) sitting, since the demand at 1 p.m. is usually heavy.

15. Staff members whose lunch hour is not determined by the schedule of meetings are urged not to use the cafeteria when it is most crowded, between 12.45 and 1.45 p.m. It is strongly recommended that they eat in the cafeteria at an early (11.45 a.m.-12.45 p.m.) or late (1.45-2.45 p.m.) sitting. Alternatively, they should use other luncheon facilities in the following areas: Staff Cafe on the fourth floor and UNCA Club on the third floor of the Secretariat Building; the Vendery on the third floor and the Public Coffee Shop in the first basement of the General Assembly Building (visitors' area); and the cafeterias on the third floor of the UNDC-1 Building and on the first floor of the UNDC-3 (UNICEF) Building. Please note that the Vendery is located in the Ex-Press Bar area on the third floor of the General Assembly Building.

16. The following hours of operation will be in effect during the forty-seventh session of the General Assembly:

15 September to 31 December 1992

Cafeteria (Secretariat Building - first floor)

Monday-Friday	8 a.m.-10 p.m.
Saturday	9 a.m.-5 p.m.

UNCA Club (Secretariat Building - third floor)

Monday-Friday	10.30 a.m.-2.30 p.m.

Staff Cafe (Conference Building - fourth floor)

Monday-Friday	Noon-3 p.m.
Saturday	9 a.m.-5 p.m.

Vendery (General Assembly Building - third floor)

Monday-Sunday	Open 24 hours

South Lounge (Conference Building - second floor)

Monday-Friday	11 a.m.-7.30 p.m.

North Lounge Snack Bar (Conference Building - second floor)

Monday-Friday	10 a.m.-7.30 p.m.

Delegates' Dining Room (Conference Building - fourth floor)

Monday-Friday	11.30 a.m.-2.30 p.m.

Coffee Shop (General Assembly Building concourse - first basement)

Monday-Sunday	9 a.m.-4.30 p.m.

Viennese Bar (General Assembly Building - first basement)

Monday-Friday	10 a.m.-4 p.m.

UNDC-1 Cafeteria (third floor)

Monday-Friday	8.30 a.m.-4.30 p.m.

UNDC-3 Cafeteria (UNICEF House - first floor)

Monday-Friday	8.45 a.m.-4.15 p.m.

United Nations Gift Centre (General Assembly Building concourse - first basement)

Monday-Sunday	10 a.m.-5.30 p.m.

Stamp Counter (General Assembly Building concourse - first basement)

Monday-Friday	9.30 a.m.-5.30 p.m.
Saturday-Sunday	9 a.m.-5 p.m.

United Nations Bookshop (General Assembly Building concourse - first basement)

Monday-Saturday	9.30 a.m.-5 p.m.
Sunday	10 a.m.-5 p.m.

Automobile service station (south service entrance - third basement)

Monday-Friday	8.30 a.m.-5.30 p.m.